

NAME: _____

CITY, COUNTRY: _____

Attach passport-sized
photo here

(Photo must have been
taken within the last
year. Please write
your name on the
back.)

Teaching Excellence and Achievement Program (TEA)

International Teachers Application

A program of the Bureau of Educational & Cultural Affairs (ECA), U.S.
Department of State, and implemented by IREX

1. NAME (AS IN OFFICIAL DOCUMENTS): _____
(Family Name) (First Name) (Middle Name)

2. COUNTRY OF CITIZENSHIP: _____

3. COUNTRY OF LEGAL RESIDENCE: _____

4. PLACE OF BIRTH: _____
(City or Town) (Country)

5. DATE OF BIRTH: _____
(Month) (Day) (Year)

6. GENDER: ☐ Male ☐ Female

7. PLEASE INDICATE YOUR PROGRAM COHORT PREFERENCE. Please select below in which program cohort you would prefer to participate. Note: every effort will be made to accommodate your first choice; however, applicants will be considered for both cohorts and placement in your first choice is not guaranteed.

<input type="checkbox"/> Cohort I	<input type="checkbox"/> Cohort II	<input type="checkbox"/> No preference
February 1 - March 21, 2010	September 20 - November 7, 2010	

8. CURRENT MAILING ADDRESS:

Street / building number: _____ Apartment: _____

City: _____ Postal Index: _____

Country: _____ Region/Oblast: _____

Telephone: (____) _____ Fax: (____) _____ Email: _____

Emergency contact/Alternate telephone: (____) _____

9. WORK ADDRESS:

Institution: _____

Department: _____ Job Title: _____

Street / building number _____

City: _____ Postal Index: _____

Country: _____ Region/Oblast: _____

Telephone: (____) _____ Fax: (____) _____ Email: _____

NAME: _____

CITY, COUNTRY: _____

Alternate telephone: (____) _____

10. EDUCATIONAL BACKGROUND: Please list information concerning your educational background below.

11. ADDITIONAL EXPERIENCE AND ACTIVITIES: Please tell us what activities you have pursued in the past five years to maintain your professional training. Include the activities that you believe will give us an

Name of Institution	Specialization	Degree/Certificate Awarded	Year

example of your current contribution to the educational system and your future potential. For example, list professional organizations of which you are a member, relevant work in your community or volunteer activities. Please emphasize collaborative and leadership activities in your larger education community and restrict your response to the space provided below.

12. FOREIGN LANGUAGE PROFICIENCY: NATIVE LANGUAGE _____

Please list all languages you know and rate your reading, writing, listening, and speaking abilities in each language, using a scale of 1-5 (1 = poor, 5 = excellent).

<u>Language</u>	<u>Reading</u>	<u>Writing</u>	<u>Listening</u>	<u>Speaking</u>
_____	_____	_____	_____	_____

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13. FORMAL STUDY OF ENGLISH: Please provide the following information regarding your study of English.

	<u>Dates</u>	<u>Months per year</u>	<u>Hours per week</u>
<u>University</u>	_____	_____	_____
	_____	_____	_____
<u>Private study</u>	_____	_____	_____
	_____	_____	_____

14. CURRENT ENGLISH TRAINING: Please describe what you are doing now or plan to do to increase your English language proficiency.

15. WORK HISTORY: Please list below your work history for the last 5 years. If you need additional space, attach a sheet of paper using the same format.

Total number of years teaching/working in your profession: _____

Current Primary Work

Name of School/Institution: _____

Position/Title: _____

Length of Employment: _____

Grade Level Currently Teaching and Age Range of Students: _____

Duties: _____

NAME: _____

CITY, COUNTRY: _____

Current Secondary Work

Name of School/Institution: _____

Position/Title: _____

Length of Employment: _____

Grade Level Teaching (if applicable) and Age Range of Students: _____

Duties: _____

Previous

Name of School/Institution: _____

Position/Title: _____

Length of Employment: _____

Grade Level Taught and Age Range of Students: _____

Duties: _____

Previous

Name of School/Institution: _____

Position/Title: _____

Length of Employment: _____

Grade Level Taught and Age Range of Students: _____

Duties: _____

16. LESSON PLANNING AND TEACHING EXPERIENCE: Please describe a typical lesson that you have conducted in your subject area. Please describe a) how you planned the lesson; b) class activities that you conducted with the students to achieve your lesson goals as well as how you motivated and engaged your students; c) techniques that you used to assess the students' understanding. If you need additional space, please attach a sheet of paper.

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17. SAMPLE DAILY SCHEDULE: Please complete the following chart, providing an example of your schedule on a typical teaching day. If you have responsibilities in addition to teaching, please identify those below as well.

Duration of Class/ Other Responsibility	Title of Class/ Responsibility	Brief Description of Class/Responsibility (if class, identify grade level, number of students in class, and student ages)
9am – 10am	Intermediate English	11 th grade course focusing on English literature and oral communication. 43 students aged 16 – 17.
10:15am – 11:15am	Teacher Training	Train junior teachers in lesson planning and teaching strategies.

18. SCHOOL DEMOGRAPHIC INFORMATION: In the table below, please provide information about your school.

NAME: _____

CITY, COUNTRY: _____

Type of school:	<input type="checkbox"/> Public (state-run)	<input type="checkbox"/> Private
Number of students:	_____	
Number of teachers:	_____	
Grade levels in the school (e.g. 1-12):	_____	
Student/teacher ratio:	_____	
Amount of fees charged to students:	_____	

19. Are you currently applying to any other U.S.-sponsored educational programs for the 2010 year?

☐ Yes ☐ No

☐ If yes, please specify which program: _____

Name of sponsoring organization: _____

20. Have you previously traveled on a U.S.-Government sponsored exchange program?

☐ Yes ☐ No

☐ If yes, please specify which program: _____

Name of sponsoring organization: _____

Program dates: _____

Former participants of ILEP, TEA, Partners in Education (PiE) or the Fulbright Teacher Exchange Program are ineligible to apply.

21. In order for IREX to respond to U.S. Federal inquiries, please check the box(es) below, on a voluntary basis, if you have the following disabilities:

☐ Hearing Impairment ☐ Speech Impairment ☐ Visual Impairment (Legally Blind)
☐ Orthopedic Impairment ☐ Learning Disorder ☐ Other (specify): _____

22. STATEMENT OF PURPOSE: The statement of purpose is the most important part of your application and will be read closely by members of the selection committee. Your response gives the selection committee an opportunity to better understand you as a person and to appreciate the value of your ideas, goals, and reasons for applying to the program. This section of the application is the only opportunity that you have in this stage of the competition to provide a picture of yourself that goes deeper than a simple list highlighting your experience, education, and accomplishments. Thus, we urge you to think carefully through your response before beginning to write. Responses should be properly thought out and developed. Statements must be legible in order to be considered.

On a separate piece of paper, please type or write a Statement of Purpose, in no more than 1500 words, answering the following questions:

1. Why did you become a teacher? Were you involved in another profession before teaching, and if so, why did you change careers? Are you currently involved in a secondary profession in addition to teaching, and if so, how do you balance the two careers?
2. What are your long-term goals and how will participating in this program bring you closer to accomplishing your goals?
3. Based on your experience as a secondary-level teacher, what are some of the critical issues facing secondary education in your country? How would participation in this program help you to overcome these challenges?

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IREX PRIVACY POLICY & APPLICATION CERTIFICATION STATEMENT

Your privacy is important to IREX. That is why we request that all applicants read the following privacy policy statement carefully.

1. APPLICANT AND PARTICIPANT INFORMATION CONTENT AND STORAGE

Information about program applicants and current and past participants consists of data contained in their applications, information derived from interviews, and information gathered during the course of their program and as program alumni. IREX stores this information in written and electronic form indefinitely. Some data, such as contact information and professional experience, is continually updated.

2. USE OF INFORMATION: Information, which is described above, may be:

- A. Used by selection committees and interviewers to review applicants;
- B. Supplied to the program's funding organization;
- C. Submitted to potential host schools, universities, or organizations and/or organizations that provide internship opportunities; and
- D. Used for the evaluation of an individual's participation in the program and in the collection of data for general program evaluation by IREX, funding agencies or other organizations contracted to conduct evaluations.

IREX does not sell applicant or current/past participant information.

The principles stated herein are binding only to IREX; other organizations involved in the implementation of these programs may adhere to other privacy or similar policies.

3. CERTIFICATION: I certify that I completed this application myself, without any aid or assistance, that the information given in this application is complete and accurate, and that I have carefully read and understand all notes and disclaimers provided therein.

I understand that IREX reserves the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will result in exclusion from the competition or immediate dismissal from the Teaching Excellence and Achievement Program (TEA).

Also, I acknowledge that I am aware of the following requirements that I must observe if I am selected for the program:

- I must abide by all program rules and regulations and observe all the laws of the United States during my stay there, including returning to my home country for at least two years at the conclusion of the program in compliance with J-1 visa requirements.
- The medical insurance provided to me during my travels is intended only for emergencies and does not cover ordinary, pre-existing, and dental conditions.
- My spouse, children, other relatives or individuals are not permitted to accompany me to the United States on the program.

Signature of Applicant

Date

NAME: _____

CITY, COUNTRY: _____

REFERENCE FORM

This reference form must be written by a colleague or supervisor familiar with the applicant's academic and professional work. All recommendations must be signed.

TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: _____ City & Country: _____

Name of Evaluator: _____ Title of Evaluator: _____

Work Institution of Evaluator: _____

Work Address of Evaluator: _____

Work Telephone of Evaluator: _____ E-mail: _____

TO BE COMPLETED BY THE EVALUATOR:

1. How long have you known the applicant? _____

2. In what capacity have you known the applicant? Please check all that apply.

☐ Teacher/Professor

☐ Other (please specify) _____

☐ Employer or Job Supervisor

3. Please compare the applicant with others you have known in your professional field in terms of the characteristics below:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>
• Knowledge of the field of study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Resourcefulness & initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Creative & independent thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Adaptability to new situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Leadership Qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Commitment to Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Ability to Work in a Team Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please choose one of the following:

☐ Recommend with confidence

☐ Recommend with reservation

☐ Recommend

☐ Do not recommend

5. On a separate sheet of paper, please provide a candid evaluation of the applicant's qualifications for participation in this program. Your statements will be given careful consideration by the selection panels reviewing this application. Therefore, your comments should be as complete and as detailed as possible.

6. May we contact you regarding this recommendation? ☐ Yes ☐ No

I hereby confirm that the answers on this form are my own and represent my professional opinion of the applicant.

Signature of Evaluator

Date

NAME: _____

CITY, COUNTRY: _____

TEA INSTITUTION SUPPORT FORM

This institution support form must be completed by the director or head of the school for which the applicant is employed. All institution support letters must be signed. An English translation of the support letter must be provided if it is not written in English.

TO BE COMPLETED BY THE APPLICANT:

Name of Applicant: _____ City & Country: _____

Name of School Director: _____

Title of School Director: _____

School Name: _____

School Address: _____

Work Telephone of School Director: _____

E-mail of School Director: _____

TO BE COMPLETED BY THE DIRECTOR OR HEAD OF APPLICANT'S SCHOOL:

_____ (School Name) is pleased to participate in the Teaching Excellence and Achievement Program (TEA), funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs and implemented by IREX (International Research & Exchanges Board), in the event the representative of the institution is selected for participation in the program.

_____ (School Name) will provide assistance to its representative throughout the program duration by supporting and allowing Ms/Mr. _____ to participate in six week TEA program activities in the United States in 2010. I understand that program activities will include a 6-week professional development program at a U.S. university, including coursework and intensive training in teaching methodologies, curriculum writing, teaching strategies for their home environment, educational leadership, as well as the use of computers for Internet, word processing and as tools for teaching. The program will also include a 2 to 3 week internship at a secondary school to engage participants actively with American teachers and students. Ms./Mr. _____ will be granted leave with pay during this time and will be re-instated upon his or her return to the school. I also understand that my school can apply to host a U.S. teacher for 2 weeks in spring or summer of 2011.

We recognize the importance of this project in the pursuit of advancement and development for our school's teachers and look forward to our participation in the program.

Name of School Director _____

Signature and Seal _____ Date _____

Institution Name _____

Work Address _____

Work Telephone _____ Fax _____ E-mail _____

NAME: _____

CITY, COUNTRY: _____

This is a sample CV only – Please do not include sample in submitted application)

Natalia Nikolaevna Ivanova

ADDRESS

COUNTRY

PHONE

E-MAIL

PROFESSIONAL EXPERIENCE

Secondary School # 102 – Kyiv, Ukraine

Teacher of History (10/2002-present)

- Teach History of Middle Ages to grades 5-6
- Teach Modern History to grades 8-10
- Provide training to teachers in the school
- Act as member of weekly editorial team of school History newsletter

Center for Teacher Training – Kyiv, Ukraine

Teacher Trainer (01/2000-present)

- Responsible for developing curriculum units in History
- Assist Kyiv regional teacher training expert with research in modern teaching methodologies
- Draft monthly reports on teacher training activities

U.S. Peace Corps – Kyiv, Ukraine

Trainer for TEFL teachers (10/1999-9/2002)

- Provided training about teaching in the secondary schools in Ukraine
- Assisted with analysis of education needs in secondary schools in rural areas of Ukraine
- Developed and implemented project plans to address these needs within the Peace Corps mission

EDUCATION

Kyiv State Pedagogical University – Kyiv, Ukraine

diplom (09/1994-07/1999)

Department of History

PROFESSIONAL DEVELOPMENT

Winner of Ministry of Education “Teacher of the Year” Sponsored Competition

Teaching History through Internet Workshop – Moscow, Russia 2003

Participant in workshop on internet resources for teaching history in the secondary schools

British Council Small Grant Program Recipient

Conference Organizer (01/2003-12/2003)

- Developed and managed a conference on teaching history in secondary school for 120 secondary school teachers in Kyiv
- Drafted concept paper for funding of conference

COMMUNITY AND VOLUNTEER ACTIVITIES

Advisor for Students History Newspaper – Kyiv, Ukraine

Volunteer at alma mater, Kyiv State Pedagogical University, 1994-1998

COMPUTER SKILLS

Microsoft Word, Explorer, Excel, PowerPoint, Outlook, Adobe PhotoShop, PageMaker

LANGUAGES

Ukrainian (fluent), English (excellent), French (basic)